

## Charter Township of Mundy Planning Commission Procedural Rules

THESE RULES ARE FOR THE PROCESSING OF ALL MATTERS BROUGHT BEFORE THE PLANNING COMMISSION AND ARE TO GOVERN THE PROCEDURES OF THE PLANNING COMMISSION.

THEY MAY BE AMENDED FROM TIME TO TIME IN THE SAME MANNER AS ADOPTED HEREIN.

1. Any rezoning matter brought before the Planning Commission shall have a One (1) hour time limitation on presentation by any Petitioner seeking action by the Planning Commission.

Any other matter brought before the Planning Commission shall have a time limit of Thirty (30) minutes for presentation by any Petitioner seeking action by the Planning Commission.

Such time limits may be extended for good cause, as determined by the Board. Amongst such considerations may be:

- the complexity of the issue;
- the nature of the issue;
- availability of supplying written material to the Planning Commission before hearing or meeting date, in lieu of oral presentation;
- other agenda items;
- other matters previously addressed of substantially the same nature.

2. No matter shall be presented to the Planning Commission for at least One (1) year after the matter was last presented to the Planning Commission. This once a year rule shall not apply if the proposed presentation is substantially different from the previous request and presentation. Such determination of the difference shall be made by the Planning Commission.

THE FOLLOWING ARE AMENDMENTS TO THE PREVIOUSLY ADOPTED RULES AND PROCEDURES FOR THE MUNDY TOWNSHIP PLANNING COMMISSION. THESE ARE IN ADDITION TO, AND NOT IN PLACE, OF PREVIOUSLY ADOPTED RULES AND PROCEDURES FOR THE PLANNING COMMISSION:

3. Any deviation from these rules shall be by a Two Thirds (2/3) majority vote, held before the item will be accepted. This will mean that an individual will have to appear at one meeting to seek a deviation from the rule, and if granted such, the item will have to be placed on the agenda at the next available time.
4. All supporting documentation including the 10 sets of sealed site plans for site plan review for a Planning Commission meeting is due upon the application deadline so the material can be distributed to the Planning Commission in a timely manner.

Amended Jul 11 2001

5. Discussion regarding procedures for Planning Commission. To aid the Planning Commission to receive the packets in a timely manner, it is proposed that the Planning Commission receive information regarding the agenda items in the mail 20 days prior to the meeting. Amended Jul 11 2001
6. All applications for matters before the Planning Commission shall be submitted to the Township at least thirty (30) days before the meeting at which the item is to be addressed. The report of any Township consultant should be made available to the Planning Commission and the applicant at least fourteen (14) days before the meeting, and a written response to that consultant's report shall be provided by the applicant to the Planning Commission, as well as the consultant, at least seven (7) days before the meeting at which the matter is to be addressed. Amended Jan 12, 2005
7. All individuals wishing to speak at any meeting of the Planning Commission shall be required before the start of any meeting to sign a sheet indicating the issue. The Planning Commission chairperson may allow an individual who has not signed the said sheet to address the Commission, but is not required to recognize or allow an unsigned person to address the Planning Commission. Amended Jan 12, 2005
8. All matters submitted to be considered by the Planning Commission shall have a representative of the applicant present at the scheduled meeting for which the applicant's request is to be heard who has authority for the petitioner for all matters raised at that meeting. All applicants shall be allowed thirty (30) minutes to orally present whatever information they desire, in addition to any previously submitted written materials. Individuals wishing to address the Commission, who have requested such in writing, will each be allowed two (2) minutes to address the Planning Commission. Individuals should not repeat previous comments. Upon approval by the chairperson, the allocated time may be extended if such is believed to be of benefit to the Planning Commission. In extreme circumstances, as determined by the chairperson, public comment may be terminated so the matter may move forward. The applicant will be allowed fifteen (15) minutes, at the end of the public comment period, to further address the Planning Commission as to any matters not previously addressed, or that need further clarification. Amended Oct 14, 2009
9. All site plans are to go to the Township Engineer for engineering review and evaluation, specifically including drainage, grading, and related issues when required by the Building Official or the Planning Commission. The Township Engineer shall make such other recommendations as appear to be appropriate, including recommending further and additional evaluations, which may be relevant to matters to be considered by the Planning Commission. Amended Jun 10, 2009
10. Any and all approvals for recommendation by the Planning Commission are valid for a period of one year, unless otherwise explicitly stated by the Planning Commission. If substantial work in reliance of that approval is not performed before the expiration of the time period, the approval and/or recommendation will automatically terminate. The Planning Commission may extend any approval or

recommendation upon application by the applicant before such expiration time; relative to Section 28.10 of the Zoning Ordinance entitled "Validity and Revocation of Site Plan Approval", to ask that the applicant or owner/developer send a letter of correspondence to the Charter Township of Mundy; Building, Planning and Zoning Department, requesting to be on the Planning Commission for up to a twelve (12) month extension and the owner/developer must attend the Planning Commission to explain their intentions for construction. Any renewal shall be subject to the same conditions as set forth herein. This specific provision shall not contravene local, state, or federal laws that provide for longer or shorter periods of approval. Amended Dec 9, 2009

11. Applications for preliminary site plan approval and final site plan approval shall be made on separate application forms and submitted with appropriate fees paid for each application. Final site plan approval application cannot be submitted until the applicant has received preliminary site plan approval at a scheduled meeting of the Planning Commission and has satisfied all conditions of preliminary approval which may have been attached. Amended Feb 11, 2009
12. Decisions by the Planning Commission relative to a preliminary site plan approval, or any other preliminary approval, is not deemed to be a final approval, and accordingly, not subject to an appeal to the Board of Appeals. Amended Mar 11, 2009
13. All fees and the escrow balance to be brought current before the matter can proceed. Amended Oct 14, 2009
14. All submittals shall also be accompanied by a copy in digital format. Amended Oct 14, 2009